

**1: How many employees do you have? What's the five year trend for staffing levels?**

- A: 80  
Based on the current annual liquor sales forecast, additional labor would need to be added to receive, pick, ship, and deliver incremental volume above FY12 sales. Additional labor would not increase our current labor percentage relative to sales revenue. (See *Annual Liquor Sales Forecast*, page 4)

**2: How are the above employees classified? How many are exempt, non-exempt and collective bargaining?**

- A: Statutory – 1; Exempt – 1; Non-Exempt – 5; Supervisory – 2; Collective Bargaining – 71

**3: How many of your FTE's are federal funded?**

- A: 5  
These employees are partially funded (reimbursement basis) based on their involvement with executing an FDA contract. This reimbursement varies from week to week.

**4: How many Federal grants does your agency receive and what's the matching rate? What's the future matching rate anticipated to be? How much Federal funding?**

- A: In FY11 the Division entered into a one-year renewable contract with the FDA to conduct inspections pursuant to the Family Smoking Prevention and Tobacco Control Act. The Division entered into Option Period 1 of the contract on 9/30/12.

No matching funds are required; expenses relating to FDA are reimbursed quarterly.

FDA funds cannot be used to support any work beyond the FDA inspection requirement, such as conducting SYNAR inspections, completing SYNAR (or any other) forms. Funds are for reimbursement of actual receipts for allowable expenses.

Base Period – (9/30/11 – 9/29/12):	\$479,850.00
Option Period 1 – (9/30/12 – 9/29/13):	\$483,190.08
Option Period 2 – (9/30/12 – 9/29/14):	\$486,915.78

**5. How many early retirements were taken?**

- A: The Division had 8 employees retire under SERIP.

**6. Of those openings, how many have been filled?**

- A: 7

**7. What are your ideas make service delivery in your Department more efficient?**

A: As we look toward the future, the Division will continue to enhance its overall operational efficiency to maximize return to the state.

Recent efficiencies implemented by the Division:

- IT consolidation;
- Implementation of Roadnet, a software program which will create greater efficiency for the use of fuel, labor and equipment on the delivery of spirits; and
- Online tax reporting.

Upcoming efficiencies to be implemented by the Division:

- E-Commerce;
- R-Order, an online ordering system;
- Streamlining wholesale distribution with the issuance of a report to be release in February; and
- Evaluating current operations from operation time to delivery turn-around.

**8. Share the progress of your Department's "Lean" projects.**

A: The Division has not recently participated in a "Lean" project.

**9. How much of your revenue comes from other state agencies?**

A: \$712,690.04, this represents 0.266% of all revenues collected by the Division.

**10. How much of your revenue comes from fees?**

A: \$16.4 million, this represents 6.149% of all revenues collected by the Division.

**11. What has been your five year budget trend?**

A: See attached Annual Liquor Sales Forecast, page 4.

**12. Regarding current FY 13, how does your current budget situation look? Do you expect any savings?**

A: In FY13 the Division has experienced reduced costs associated with wholesale of liquor operations. The agency has reduced costs in key areas including labor, overtime, truck and trailer lease, equipment leases, fuel and use of temporary employees. These costs savings, coupled with increased revenues from the sale of liquor, are creating a greater return to the State of Iowa.

**13. Have there been any recent reclassifications of individuals in your department? How many and what were the changes?**

A: In calendar year 2012 there were 7 reclassifications.

- Accountant/Auditor 1 to Field Auditor;
- Administrative Assistant 2 to Purchasing Assistant;
- Human Resource Associate to Accounting Tech 3;
- Public Service Executive 1 to Public Service Executive 2;
- Public Service Executive 4 to Accountant 2;
- Purchasing Assistant to Administrative Assistant 2;
- Secretary 2 to Administrative Assistant 1.

**14. In regard to monetary bonuses, how do you measure employee outcomes?**

A: No monetary bonuses have been given out.

# Annual Liquor Sales Forecast

